



TOWN OF WEST HARTFORD

Administration and Technology Committee

Town Hall, 50 South Main Street

Room 407

October 3, 2018

6:00 PM

MINUTES

Attendance

Liam Sweeney (Chair)

Chris Barnes

Shari Cantor

Leon Davidoff

Dallas Dodge

Beth Kerrigan

Chris Williams

Staff

Matt Hart, Town Manager

Jared Morin, Director of Information Technology

Cindy Porrini, Assistant Town Clerk I

Invited Guest

Michelle Cooper, BoardDocs (virtually)

1. Call to Order

Chair Liam Sweeney called the meeting to order at 6:00 PM.

2. Staff Reports

- a. *Information Technology*-Mr. Morin provided this update to the committee. The department has been busy with the start of school. The department utilized e-collect to handle various back to school forms electronically.

The department is mourning the sudden loss of lead secretary Tammy McPherson. There have been 3 filled vacancies in the department.

- b. *Town Clerk*-Ms. Porrini provided this update to the committee. The Clerk's office is sending out approximately 500 absentee ballots this Friday and are expecting to process 2,700 ballots this month. The office will be open on Friday afternoons now until November 2nd in order to accommodate residents who wish to apply for and receive a ballot. The Clerk's office will be closed for regular business on Tuesday, November 6th in order to provide residents with Election Day Registration from 6am-8pm.

Staff in the Clerk's office responsible for Council agendas and minutes support and endorse the agenda management system-BoardDocs as it will streamline processes, improve efficiency, and reduce the chances of errors.

3. Business Items

- a. *Agenda Management System-BoardDocs Demo*- Staff has researched management systems in an effort to cut costs and improve efficiencies related to the agenda process. BoardDocs offers a wide range of capabilities and has qualities that will benefit the Town. Mr. Morin introduced Michelle Cooper.

Ms. Cooper provided an overview of BoardDocs, the integration and services offered, and demonstrated the functions of the system. She highlighted the timelines for implementation and also the customer service aspect of the company.

Staff addressed questions and comments from the committee related to pricing, training, and FOIA concerns.

With committee support, staff will proceed with the project.

4. Adjournment

With no further business to discuss, the meeting adjourned at 7:13 PM.